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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Briefing of the Director on Accomplishments of Fiscal Years 1966 and 1967 and Plans for Fiscal Years 1967 and 1968

1. This memorandum contains information for the Deputy Director for Support in response to his request dated 22 November 1966 on the above subject.

2. The Office of Finance has accomplished many technical and accounting improvements during FY '66 and the first portion of FY '67. Ten of the more important of such improvements were listed in the Agency report for the Bureau of the Budget dated 22 July 1966 on financial management improvement activities. However, since these are very technical, I would suggest that the DDS may wish to only state to the Director that there were indeed many such accomplishments but since they are highly technical the DDS will not attempt to review them in detail but will only give an example of the items referred to. Two typical items are listed below that you could use as examples:

- a. Initiated a uniform centralized allotment control system for the Agency utilizing automatic data processing and providing for greater use of machines in preparing financial reports of obligation and expenditure data. This resulted in the discontinuance of manual detailed confidential fund obligation records maintained by allottees.
- b. Certifying authority for selected types of transactions previously delegated to finance career employees assigned to major operating components at headquarters has been extended to additional types of transactions in order to increase operating efficiency, provide better service to operating components, and enhance security in handling sensitive transactions.

3. There are other significant accomplishments of the Office of Finance not listed in the Financial Management Improvement Report. Some of these are listed below as suggested items for inclusion in the DDS briefing:

- a. Provided a variety of additional services in support of Southeast Asia programs and activities including:

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

- (1) Assignment of additional Finance Officers to Saigon and

- (2) Increased utilization of monetary procurement facilities

- (3) Provided assistance for participation in "Task" force team engaged in overall planning effort for Vietnam.

- (4) Devised and adapted special procedures and systems for financial property accounting activities in Vietnam.

- b. Devised and implemented changes in payroll programs required by changes in Federal and D. C. statutes and regulations.

- c. Extended as an additional service to Agency employees on vouchered fund payrolls the option of having their paychecks mailed directly to a bank or other address. The number of employees who are exercising this option has increased from an initial [ ] to over [ ] at present. In connection with extending this benefit, an envelope stuffing machine was purchased which not only stuffs the vouchered fund checks but also eliminated the man hours formerly required to stuff over [ ] checks every four weeks for the confidential fund payrolls.

- d. Assumed the additional responsibilities and developed new procedures involved in activating the CIA Retirement and Disability System. This includes payments of annuities, accounting for the retirement funds, transfers of funds from and to the Civil Service Commission in a secure manner, and investment of retirement funds in securities of the United States. The amount of [ ] of such funds is invested currently in U. S. securities.

- e. Achieved significant increases and improvements in the industrial contract audit area, particularly with respect to cost analyses and financial surveys. The volume of reports concerning the latter has more than tripled since Fiscal Year 1963. This resulted from both strengthening of the staff and improved techniques.


- f. Conducted surveys of the Budget and Fiscal Offices of seven DDP divisions to determine compliance with Agency financial policy and procedures and to determine areas where improvements are possible.

4. Plans of this Office for accomplishments during the remainder of 1967 and during 1968 Fiscal Years will include the following:

- a. Participate with other components in a comprehensive survey, under the direction of the Inspector General, to evaluate pro-

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- b. Revise regulatory requirements concerning the settlement of cases involving shortages and losses of official funds as recommended by the Inspector General report.
- c. Improve the application of computer activities to increase efficiency, conserve manpower, provide management with prompt, useful and meaningful financial reports. The Office of Finance has developed, defined, and scheduled 52 additional work processes to be adapted to Automatic Data Processing as fast as the Office of Computer Services can program these activities. These include: combining vouchered and unvouchered accounting systems, mechanization of individual retirement records, payroll and leave records for additional groups of personnel, maintaining financial accounts applicable to billings from other Government agencies, and maintaining controls of property requisitioning authorizations made to individual components.
- d. Extend the type of surveys made in the DDP divisions concerning compliance with Agency financial policies and procedures to as many other offices as possible such as the National Photographic Interpretation Center 

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5. I shall be pleased to discuss any of the foregoing items and provide additional information wherever needed.



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Director of Finance